

Virtual Board of Directors

Meeting Agenda

Quorum is 14 = 50% + 1 Attendee (Total Board Members = 25)

Thursday, November 19, 2020

NC Pre-K – 12:00 pm – 12:30 pm

PFC Board – 12:30 pm – 2:00 pm

Zoom Meeting

Be the Driving Force to meet our roles and responsibilities as a non-profit Board by:

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

- I. **Networking [12:00]**
- II. **Determination of North Carolina Pre-Kindergarten Planning Committee (NC Pre-K) Quorum & Call to Order [12:10]**
- III. **Adjourn NC Pre-K [12:30]**
- IV. **Determination of Board Quorum & Call to Order – Ayesha Neal [12:30]**
 - A. Volunteer Forms ^Δ
 - 1. Board Donations – 56%
 - 2. PFC 10-10 Club
- V. **Approval of Minutes – Ayesha Neal [12:40]**
 - A. September 24, 2020 – Open Session*
- VI. **Consent Agenda – Providing Oversight*! (See Section XII.) – Ayesha Neal [12:45]**
- VII. **President's Report^Δ [12:50]**
 - A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates
 - B. Grant Opportunities / Updates
 - C. COVID-19 Updates
 - D. PFC Audit / NCPC Monitoring
 - E. RFPs
 - F. PFC FY 20/21 United Way Campaign
 - G. Events
- VIII. **Establishing a Strategic Direction for the Future [1:00]**
 - A. Board Development – Mary Sonnenberg / Dr. Meredith Gronski
 - 1. Standard Operation Procedure (SOP) – New Member Committee Service ^Δ
 - 2. Board Members 1st Term Ending June 30, 2021*
 - a. Ayesha Neal – CCR&R or Another Child-Serving Agency Rep – **NC Pre-K Mandated**
 - b. Jami McLaughlin – Parent of a Child 5 or Younger – **NC Pre-K Mandated**
 - c. Dr. Phyllis Dunham – Community at Large
 - 3. Board Members 2nd Term Ending June 30, 2021^Δ
 - a. Amy Cannon – County Manager's Office
 - b. Lisa Childers – Local Cooperative Extension Agency
 - c. Angela Crosby – Child Care Provider – Licensed Center – **NC Pre-K Mandated**

- d. Perry Melton – Child Care Provider – Licensed Center – **NC Pre-K Mandated**
 - e. Jim Grafstrom – Business Leader
- 4. FY 2021/2022 Board Officers^Δ
- B. Board Priorities^Δ
 - 1. Capacity Building (NC Pre-K)
 - 2. Sustainability (Community Engagement)
 - 3. Community Collaboration Leader (Infrastructure)
- C. Allocation Cycle and Review Team Request^Δ – Mary Sonnenberg / Pamela Federline

IX. Ensuring Adequate Resources & Engagement [1:30]

- A. Financial Summary: October 2020^Δ – Steve Terry / Marie Lilly
 - 1. Smart Start^ε
 - 2. NC Pre-Kindergarten^ε
 - 3. South West Child Development Commission (SWCDC) – Region 5^ε
 - 4. All Funding Sources^ε
 - 5. Cash and In-Kind Report^Δ – Anna Hall
- B. October E-Trade Statement^Δ – Marie Lilly
- C. Adjusted Timeline for Infrastructure Project* – Mary Sonnenberg
- D. State Expansion for Child Care Health Consultants* – Mary Sonnenberg
- E. Family Connect Community Advisory Committee – Special Committee; Bylaws Article V, Section 13* – Mary Sonnenberg / Sharon Moyer
- F. Pre-School Development Grant RFP for Family Connects – Regional Pilot* – Mary Sonnenberg
- G. Contract Activity Descriptions (CAD)* – Pamela Federline / Mary Sonnenberg
- H. NCPC COVID Relief Activities* – Mary Sonnenberg
- I. Tenant Rent Increase^Δ – Mary Sonnenberg / Mike Yeager
- J. Circle of Friends: Corporate and Community Giving Campaign^Δ – Daniele Malvesti

X. CLOSED SESSION – PERSONNEL ACTION* [1:50]

XI. Consent Agenda Items*!

- A. *Facility and Tenant Committee – (November 16, 2020) – Ebone Williams*
 - 1. *Lease Renewals*
 - a. *Knight Consulting 12/20*
 - b. *Cleanworld 1/21*
 - c. *Darlene Fairley 1/31*
 - 2. *COVID-19 Cleaning Costs for Tenants After Exposure*
- B. *Human Resource Committee – (November 17, 2020) – Karen McDonald*
 - 1. *Policies*
 - a. *HR 206 – Introductory Period*
 - b. *HR 302 – Performance Conversations*
 - c. *HR 308 – Salary Administration*
 - d. *Temporary Merit Pay Timing*
- C. **Committee Information (Non-Action)^Δ**
 - 1. *CCR&R Committee – (November 12, 2020) – Wanda Wesley*
 - a. *Information Sheet Attached*
 - 2. *Facility and Tenant Committee*
 - a. *Infrastructure Update*

XII. Adjourn [2:00]

* Needs Action^Δ Information Only !Possible Conflict of Interest (Recusals)

^ε Electronic Copy (Hard copies available upon request)



Partnership for Children of Cumberland County, Inc.
 Virtual Board of Directors Meeting Minutes
 September 24, 2020 (12:17 pm – 1:42 pm)
Be the Driving Force



MEMBERS PRESENT: Dr. Pamela Adams-Watkins (arrived at 12:35 pm), Lonnie Ballard (left at 1:15 pm), Lisa Childers, Angela Crosby, Patricia Crouch (D), Robin Deaver (left at 1:24), Dr. Phyllis Dunham (arrived at 12:50 pm), Jim Grafstrom, Sandee Gronowski, Dr. Meredith Gronski, Alana Hix (D), Brian Jones, Cotina Jones, Jami McLaughlin (left at 1:00 pm), Tre’vone McNeill (arrived at 12:30 pm), Perry Melton, Ayesha Neal, Tawnya Rayman, Steve Terry, Wanda Wesley and Ebone Williams

MEMBERS ABSENT: Amy Cannon, Dr. Marvin Connelly, Jr., Terrasine Gardner, Brenda Reid Jackson, Karen McDonald and Chas Sampson

NON-VOTING ATTENDEES: Dorothy Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Marie Lilly, Sharon Moyer, Anthony Ramos, Candy Scott, Mary Sonnenberg and Mike Yeager

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<i>This meeting was held via ZOOM due to COVID-19 and the PFC building being closed to the public.</i>			
I. Networking		None	None
II. Determination of NC Pre-K Quorum & Call to Order		None	None
III. Adjourn NC Pre-K		None	None
IV. Determination of Board Quorum & Call to Order	The meeting of the Board of Directors was held via ZOOM on September 24, 2020 beginning at 12:17 pm pursuant to prior written notice to each Board member. Ayesha Neal, Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.	Called to Order	None
A. Volunteer Forms ^Δ			
1. Board Donations - 36%			
2. PFC 10-10 Club			
	A. Ayesha Neal asked board members to complete the volunteer form that was previously emailed to them. The form is to include time spent reading emails, reviewing packets and all other meetings they may have attended in regards to the Partnership for the Children which did not require them to sign-in. The form can be returned via email to Belinda Gainey or Anna Hall.	None	None
	A.1. Ayesha reported that board donations are currently at 36%. All board members are required to donate annually. Sharon Moyer included a link in the Chat Box for board members to give their donation.	None	None
	A.2. The PFC 10-10 Club is available for anyone to join. This consist of the giving of volunteer time and providing a donation. Donations given through the PFC 10-10 Club are considered a board donation.	None	None
V. Approval of Minutes*			
A. July 30, 2020 – Open Session*	A. The minutes of the July 30, 2020 Board of Directors meeting were previously distributed electronically and reviewed by the board members.		



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	Perry Melton moved to accept the July 30, 2020 Board Meeting minutes as presented. Steve Terry seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
VI. Consent Agenda – Providing Oversight* (See Section XII.)	Ayesha Neal requested a motion to accept the Consent Agenda Section XII. Santee Gronowski moved to accept the Consent Agenda Section XII. as presented. Angela Crosby seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. The motion carried. Recusals: Ayesha Neal and Perry Melton	Motion Carried	None
VII. President's Report ^Δ	The President's Report was included in the packet.		
VIII. Establishing a Strategic Direction for the Future	A. Dr. Meredith Gronski reported that PFC is now formalizing the process of accepting new committee members. The process may be different for each individual based on the situation and their experience.	None	None
A. Board Development ^Δ			
1. Board Members 1st Term Ending June 30, 2021 ^Δ	A.1. Dr. Gronski reported that the following board members' 1 st term on the board will end June 30, 2021: Ayesha Neal, Jami McLaughlin and Dr. Phyllis Dunham. Ayesha and Jami have both agreed to serve a 2 nd term.	None	None
a. Ayesha Neal – CCR&R or Another Child-Serving Agency Rep - NC Pre-K Mandated	A.2. Dr. Gronski reported that the following board members' 2 nd term on the board will end June 30, 2021: Amy Cannon, Lisa Childers, Angela Crosby, Perry Melton, Jim Grafstrom and Angie Malave. These positions will need to be filled. (<i>Note: Angie Malave resigned from the board prior to the meeting.</i>)	None	None
b. Jami McLaughlin – Parent of a Child 5 or Younger – NC Pre-K Mandated	A.3. Dr. Gronski reported that the Board Development Committee is discussing ideas to orient new board/committee members. There is a video from the last board orientation that will be edited and may be used for future orientations as well as the digital board orientation manual. Another discussion item was to assign a peer/mentor to new board members. This way they will have a point person for questions that may arise.	None	None
c. Dr. Phyllis Dunham – Community at Large	B. Updates were provided on the Board Priority Groups:	None	None
2. Board Members 2 nd Term Ending June 30, 2021 ^Δ	o Capacity Building/NC Pre-K – Candy Scott reported that the CCR&R workgroup has identified strategies for the group. <u>1.</u> Making a connection with a realtor association. By joining this association, access was given to 2,264 realtors for the purpose of helping to disseminate information about PFC programs. A 3-step plan has been developed as to how to disseminate this information to the realtors. The realtor group is not currently meeting due to the pandemic, but after they resume there is an opportunity for PFC to present at these meetings. <u>2.</u> Connecting with Faith Based Communities. Tre'vone		
a. Amy Cannon – County Manager's Office			
b. Lisa Childers – Local Cooperative Extension Agency			
c. Angela Crosby – Child Care Provider – Licensed Center – NC Pre-K Mandated			
d. Perry Melton – Child Care Provider – Licensed Center – NC Pre-K Mandated			
e. Jim Grafstrom – Business Leader			
f. Angie Malave – Business Leader			



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<p>3. New Board/Committee Orientation</p> <p>B. Board Priorities ^Δ</p> <ol style="list-style-type: none"> 1. NC Pre-K (Capacity Building) 2. Community Engagement (Sustainability) 3. Infrastructure (Community Collaboration Leader) 	<p>McNeill stated that some of the churches he has met with have agreed to place PFC information in their announcements and in their virtual platform. A cover letter is needed to send to other churches in the area. Communication has taken place with some Christian radio stations as well. <u>3.</u> Social Media Video Clips. In addition to 5-minute video that has been created, clips specific to NC Pre-K recruitment has been created. Mary stated that the ask is for board members to share this information and assist with recruitment.</p> <ul style="list-style-type: none"> ○ Community Engagement/Sustainability – Sharon Moyer reported that three things they talked about was <u>1.</u> Improving recruitment and retention through flexible meeting opportunities and one of the recommendations was to use ZOOM which is now being used across the organization. ZOOM will continue to be used after the pandemic. <u>2.</u> Require onboarding for non-mandated board positions. Having this process developed. <u>3.</u> Develop Strategic Plan for Sustainability that includes sub plans for Grant Procurement, Fundraising, Volunteer Recruitment and Retention, Communications, Staff Recruitment and Retention, Facility and Programs. RFPs have been sent to assist with this process. ○ Community Collaboration Leader/Infrastructure – Mary Sonnenberg reported on the goals. <u>1.</u> To look at convening some type of Community Summit; some of these discussions are taking place in Pathways for Prosperity and the Early Childhood Workgroup. PFC staff has attended the Chamber State of the Community and has been advocating for the state of early childhood. The group would like to build upon these collaborations. Mary asked the board if they know of any large group that is gathering to talk about needs in this community, make sure that PFC is invited. <u>2.</u> Needs Assessment and make sure there is a way to track all these resources. Make sure PFC information is listed on NC Care 360. The Family Focus Guide is now electronically on the website and is kept up to date. Family Connects has an agency finder. The initial steps have been to get the first version entered. This will be downloaded and placed on the PFC site and kept up to date. 		
<p>IX. Ensuring Adequate Resources & Engagement</p> <p>A. Financial Summary: August 2020^Δ</p> <ol style="list-style-type: none"> 1. Smart Start 2. NC Pre-Kindergarten 3. South West Child Development Commission (SWCDC) – Region 5 4. All Funding Sources 5. Cash and In-Kind Report ^Δ <p>B. Final FY 19/20 Cash and In-Kind Report^Δ</p>	<p>A. Marie Lilly provided a brief overview of the August 2020 Financial Summary.</p> <p>A.5. Anna Hall provided an overview of the August Cash and In-Kind Report. Anna stated that the goal will increase once PFC goes to 100% allocation.</p> <p>B. Anna provided an overview of the Final FY 19/20 Cash and In-Kind Report. Even though PFC did not meet the goal, there was no penalty due to the pandemic.</p> <p>C. Marie provided an overview of the August E-Trade Statement. The statement was viewed electronically during the meeting.</p> <p>D. Pamela Federline provided an overview of the 5 CAD changes: Child Care Resource</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>

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<p>C. August E-Trade Statement ^Δ</p> <p>D. CAD Changes*</p> <p>E. Budget Amendments*</p> <p>1. CCR&R Core Services</p> <p>2. Family Resource Center</p> <p>F. Timeline for Infrastructure Project*</p> <p>G. Projected Reversions/Carry Forward^Δ</p> <p>H. 2% RFA for NC Pre-K Admin*</p>	<p>and Referral, Family Connects, Family Resource Center, Kindermusik & Music Therapy and Circle of Parents Support Program (previously Autism Circle of Parents Support Program). Kindermusik & Music Therapy recently learned that the school system will not be allowed to implement the program this year. PFC will work with Kerri Hurley to see if there are other avenues that will allow the program to be implemented. Once Spainhour re-opens, Kerri will be able to work with those children.</p> <p>Sandee Gronowski moved to accept the CAD Changes as presented. Dr. Meredith Gronski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>E. Mary stated that the CCR&R Core Services and Family Resource Center Budget Amendments are based on the CAD changes. \$29,121 is being removed from the CCR&R Core Services budget and will be placed on the Family Resource Center budget due to the Kaleidoscope educational curriculum.</p> <p>Angela Crosby moved to accept the Budget Amendments as presented. Cotina Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>F. Mary reported that the timeline for the infrastructure project which was approved at the July board meeting for next steps needs to be revised. After looking at all the ramifications for taking this project on, as well as going into debt, PFC would like for the work on the building to be done in phases. There are currently funds available totaling \$196,301.31 set aside for the infrastructure project. If debt is acquired, the loans will be considered unallowable to be paid from grants and will have to be paid from unrestricted funds. There is a total of \$526,631.49 that is currently being held to support PFC for unknown future restraints. The recommendation from Steve Fleming is to design as we get to each phase.</p> <p>Jim Grafstrom moved to accept proceeding with Phase I of the project as presented. Angela Crosby seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>G. Mary stated that an email will be sent to internal and external direct service providers asking if they would like to request additional funding. These funds will come from carry forward money/reversions. The funds should be used on current projects, nothing new. PFC will be looking at NC Pre-K enhancements, subsidy and supporting compensation for child care providers through WAGE\$.</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
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	<p>H. Mary stated that PFC applied for a grant to include 2% for NC Pre-K Admin and marketing dollars. This will also assist with some assistance with the input of NC Pre-K applications. PFC staff asks for approval to taking the amendment if granted.</p> <p>Dr. Meredith Gronski moved to accept the 2% RFA for NC Pre-K Admin as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any opposals. If any opposals the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. The motion carried.</p> <p>Recusals: Dr. Pamela Adams-Watkins, Angela Crosby, Alana Hix, Perry Melton and Wanda Wesley</p>	Motion Carried	None
X. Consent Agenda Items (See Agenda)	The Consent Agenda items were approved in Section VI. Consent Agenda – Providing Oversight.		
XI. Adjourn	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:42 pm.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval. _____

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

**Board of Directors Meeting
(Virtual Meeting)
Thursday, November 19, 2020
President's Report**

A. North Carolina Partnership for Children (NCPC) Updates / DCDEE Updates / Legislative Updates

1. **NCPC** – Continuing to meet twice weekly with network executive directors.
 - We are still at 85% allocation and waiting for NCPC to go into 100% allocation plus carry-forward funds.
 - \$5M in additional CARES funding (part of a total of \$20M for early childhood). Implementation goes from October 1-December 30. We are participating in Resources for Resilience training and support for Wonderschool business software for Family Child Care Homes. Access to technology is available to participating families and FCCHs. EDNC article on Wonderschool: <https://www.ednc.org/relief-funds-support-home-based-child-care-as-a-key-part-of-early-education-during-and-after-the-pandemic/>.
 - I have been appointed to serve as a local partnership representative on the Finance & Audit Committee of NCPC. Term begins January 1, 2021.
2. **DCDEE** – Continue to monitor updated guidance for child care programs and NC PreK operation.
 - Subsidy programs operating under normal processes in September. Payment will be based on actual attendance and Parent Fees are no longer being waived. Programs must meet enhanced health and safety standards.
 - Daily reporting to DCDEE about vacancies and enrollment has shifted to a weekly report through a provider portal. Our Region 5 staff have been assisting providers with access to the portal.
 - Due to rising numbers of COVID cases, DCDEE has asked all TA and PD providers to limit face to face visits. Virtual options continue to be provided.
 - Another shipment of PPE and cleaning is set to be delivered to child care providers who are open, with vendors delivering directly to them. Open programs continue to receive operations grants, at reduced amounts.
 - DHHS announced Bonus Payments for Licensed Child Care Teachers and Staff 11/18/2020. Providers should've received the notice and will receive additional information.
 - NC PreK – reports must be submitted to the state every two weeks on the status of operation in all of our sites. Annual monitoring for sites is on hold and new format is developed to account for the variety of operating scenarios. We have converted to allocation-based data for funding requests so that funding can be requested from DCDEE for payment. Providers received their 1/10th payments based on the state Guidance in September and October and are now receiving monthly payment based on teacher qualifications and allocation of slots.
 - State school-age funding for parents through CARES allocation has been fully expended and is no longer available.

➤ 2019 Workforce Study published by Child Care Services Association. Cumberland County Data and Executive Summary attached. Link to full report: https://www.childcareservices.org/wp-content/uploads/CCSA_2020_Statewide_WorkStudyRprt-FINAL-web.pdf

3. **Federal Level** – Federal Register Publication of the FY 2022-2024 Child Care and Development Fund (CCDF) Plan Preprint <https://www.acf.hhs.gov/occ/news/federal-register-publication-of-the-fy-2022-2024-child-care-and-development-fund-ccdf-plan-preprint>. The public comment period ended November 10, 2020.

B. Grant Opportunities/Updates

1. **Infrastructure Grant Opportunities:** Have signed agreement with Steve Fleming for Phase 1 of the project. Continuing to explore options for additional grants.
2. **RFA for PDG Regional Grants for Family Connects through NCPC has been released.**

C. COVID-19 Updates

1. **PFC implemented its HR 110 Communicable Disease Policy on Monday, March 16. Building closed to general public March 30 and this status continues.**
2. **Phase 3 Extension:** We are implementing procedures and protocols following federal and state health and safety guidelines for returning to work. The Governor has extended Phase 3 through December 4. North Carolina's trends have been going up. Some states have put in place travel restrictions for persons from NC (and other states whose numbers have increased significantly). Schools continue to have the option to function under three different plans. Most of our child care programs are open and operating under enhanced health and safety standards.
3. **PFC Guidelines:**
 - a. Staggered schedules continue, determined by supervisors by department to manage business and programmatic functions. Staggered schedules may include a combination of teleworking and on-site work.
 - b. Staff primarily teleworking include TAs and Professional Development staff and staff who are in high-risk categories.
 - c. Family First Paid Sick Leave and FMLA Expansion available for those staff who meet the criteria.
 - d. Masks provided to all staff to reinforce the 3 Ws. PFC Staff, Tenants and their clients, and contractors (i.e. cleaning and security) must complete a screening questionnaire for COVID-19 prior to entry into the building.
 - e. Enhanced cleaning of the building throughout the day continues.
 - f. The building is restricted to PFC staff, tenants and tenant clients by appointment only. Access is Monday-Friday during the hours of 8:30 am – 6:00 pm with extended hours two evenings a week until 9:00 pm and one Saturday each month from 9:00 am – 3:00 pm. The building remains closed all other weekends and PFC recognized holidays through Phase 3 Executive Orders.
 - g. Limited utilization of conference room space for groups of no more than 10 people continues. Screening procedures, the 3 Ws and cleaning procedures must be followed by all participants including the facilitator of the group.
 - h. Virtual options for contact with families and providers continue. Limited face-to-face contact with families and providers done with supervisor guidance when dictated to complete

deliverables. In those cases, procedures for 3 Ws and screening are followed.

- i. Per Policy HR 110, President maintains regular contact with Board Chair for review and continuation of services. Regular communication going out to Board and staff. Decisions are made based on federal and state guidance and mandates.
- j. Email Updates and DHHS Guidance documents posted on website: ccpfc.org.

D. PFC Audit/NCPC Monitoring

1. Auditors did their virtual site work the week of August 31. Follow-up work continues with auditors.
2. NCPC Monitor was on site the week of September 21 and continued follow-up with staff to complete the report. Final report has been received and is attached. It is truly a partnership-wide effort to maintain compliance with our funders and be good stewards of resources to serve children and families in our community.

E. RFPs

1. **The RFP for the Three-Year Smart Start Grant Cycle** July 1, 2021 through June 30, 2024 posted. Proposals will be uploaded via our website. Deadline for proposals to be submitted is December 9th.
2. **The RFP for a new phone system (VoIP) has been awarded and installation is in process. Sustainability Planning Consultant and the Google Ad Grant Certified Professional** have closed. Determination of awards and timing in process.

F. PFC FY 20/21 United Way Campaign – We raised \$6,939.

G. Events

1. **Board and Committee Meetings:** Meetings conducted virtually at least through the duration of the COVID emergency due to space limits of conference rooms for social distancing. When we resume face-to-face meetings, a virtual option will continue to be available.
2. **All Staff Virtual meetings:** November and December meeting schedule modified around the holidays and conferences. Will resume the second and fourth Wednesdays, 2:30-3:30 pm after the holidays through the duration of the COVID-19 emergency.
3. **Recruiting for RFP Allocation Review teams** for an estimated 15-20 hour commitment from January to March over three meetings and application review and scoring. Contact Pamela Federline (pfederline@ccpfc.org) if you are interested in chairing one of the three teams or being on one of the teams. **Allocation Review teams will meet on January 12, February 9 and March 9 from 2:00-5:00 pm.**



November 18, 2020

Mary Sonnenberg
Partnership for Children of Cumberland County, Inc.
351 Wagoner Drive
Suite 200
Fayetteville, NC 28303

Dear Ms. Sonnenberg:

Enclosed is the final report of The North Carolina Partnership for Children, Inc.'s monitoring of the Partnership for Children of Cumberland County, Inc. (Partnership). The report indicates the areas reviewed.

No reportable issues were identified during the monitoring process, and we commend the Partnership for its diligence in ensuring the financial integrity and accountability of Smart Start funds.

Thank you for your cooperation and assistance during the monitoring process.

Sincerely,

Susan Clark
Monitoring Manager

Enclosure

cc: Ayesha Neal, Board Chair, PFC of Cumberland County, Inc.
Executive Committee Members, PFC of Cumberland County, Inc.
Amy Cabbage, President
James Dodson, Chief Operating Officer
Nancy Hughes, Fiscal Consulting and Contracts Director

The North Carolina Partnership for Children

1100 Wake Forest Road, Raleigh, NC 27604 – info@smartstart.org – 919.821.7999 – fax: 919.821.8050

 www.smartstart.org  [/smartstart](https://www.facebook.com/smartstart)  [@ncsmartstart](https://twitter.com/ncsmartstart)  [/ncsmartstart](https://www.youtube.com/ncsmartstart)



The North Carolina Partnership for Children, Inc.

**Monitoring Report
Partnership for Children of Cumberland County, Inc.**

In accordance with North Carolina General Statute (N.C.G.S.) §143B-168.12(3), a monitoring visit was conducted at the Partnership for Children of Cumberland County, Inc. (Partnership) on September 21-24, 2020.

The purpose of the monitoring is to ensure that local programs are being implemented in accordance with Smart Start legislation and the Partnership's contract with The North Carolina Partnership for Children, Inc. (NCPC), as well as to ensure the fiscal accountability of Smart Start funds.

Scope

The scope of the monitoring included a review of the following for the fiscal year ended June 30, 2020:

- Board operations;
- Accounting and financial reporting;
- Monitoring of service providers;
- Selected in-house and service provider activities;
- Policies, procedures, and practices;
- Selected contracts and grants;
- Financial Status Reports of the Partnership and service providers;
- Internal control environment; and
- Follow-up of issues identified in the Partnership's August 2019 monitoring report.

Conclusion

No reportable issues were noted based on review of the documentation for the above referenced areas.

Closing Comments

We commend the Partnership for its diligence in ensuring the financial integrity and accountability of Smart Start funds. We would like to thank Ms. Sonnenberg and her staff for their assistance during the monitoring process.

The North Carolina Partnership for Children

1100 Wake Forest Road, Raleigh, NC 27604 – info@smartstart.org – 919.821.7999 – fax: 919.821.8050



www.smartstart.org



/smartstart



@ncsmartstart



/ncsmartstart



November 18, 2020

Mary Sonnenberg
Partnership for Children of Cumberland County, Inc.
351 Wagoner Drive
Suite 200
Fayetteville, NC 28303

Dear Ms. Sonnenberg:

During The North Carolina Partnership for Children, Inc.'s monitoring of the Partnership for Children of Cumberland County, Inc. (Partnership), additional matters came to our attention as follows:

BOARD OPERATIONS

- a) According to Section 10 (Informal Action by Directors) of the Partnership's bylaws, "Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the directors in office and all the directors consent to such action in writing setting forth the action taken. Such consent in writing shall be filed with the minutes of the proceedings of the Board to be kept at the principal office and have the same force and effect as a vote of the Board at a meeting, whether done before or after the action so taken." This section of the bylaws is not consistent with the *North Carolina Open Meetings Law* because it is prohibited to take action without a meeting. The intent of the *North Carolina Open Meetings Law* is that all deliberations and decisions made can be witnessed publicly, and there is no opportunity for the public to do that if an action is taken outside of a public meeting.

We recommend that the Partnership revise its bylaws to be consistent with the provisions required by the *North Carolina Open Meetings Law* regarding meeting participation and the transaction of business.

- b) Review of the Partnership's board and executive committee meeting minutes for the fiscal year ended June 30, 2020, disclosed that, on one occasion, a board member did not abstain from voting when a conflict of interest existed for the board member.

We recommend that the Partnership ensure that members with a conflict of interest abstain from voting and the abstentions are documented in the meeting minutes.

ACCOUNTING AND FINANCIAL REPORTING

The North Carolina Partnership for Children

1100 Wake Forest Road, Raleigh, NC 27604 – info@smartstart.org – 919.821.7999 – fax: 919.821.8050



www.smartstart.org



/smartstart



@ncsmartstart



/ncsmartstart

- a) Review of eleven employee expense reimbursements sampled for the fiscal year ended June 30, 2020, disclosed that, in one instance, the Partnership did not follow its *Vehicle Usage – Company Owned and Rentals* policy as an employee was reimbursed for mileage at 58 cents per mile rather than 36 cents per mile, resulting in an overpayment of \$51.92.

We recommend that, in the future, the Partnership ensure that employee expense reimbursements are made in accordance with its policies and procedures. Additionally, the Partnership must reclassify the expenditure of \$51.92 to a source of funds other than Smart Start and immediately revert these funds to NCPC. The current effective date should be used for the journal entry. Alternatively, the Partnership may request the unallowable amount from the employee and revert the funds to NCPC once received, or the Partnership may identify allowable expenses that were originally coded to funds other than Smart Start for this specific activity and replace the expenses in this fund. A journal entry for this replacement is not necessary. However, the Partnership must submit the documentation of allowable expenses that were originally coded to funds other than Smart Start to NCPC for review.

- b) Review of the Partnership's *Trial Balances by Fund* report for the fiscal year ended June 30, 2020, disclosed that the Partnership recorded expenditures in Funds 211–NC Pre-K - Admin Fees and 212–NC Pre-K Expansion/Capacity Admin Funds using purpose service codes (PSCs) 3104, 5603, and 9100. Per NCPC's approved PSC list, correct coding for NC Pre-K Administration expenses is to PSC 3323.

We recommend that the Partnership ensure that administration and coordination activities for NC-PreK, including but not limited to family outreach and application; eligibility determination; payment processing; reporting; etc., are recorded to PSC 3323.

CONTRACTS MANAGEMENT AND MONITORING

- a) During the fiscal year ended June 30, 2020, financial assistance was paid to child care providers for subsidy for families that were not eligible for TANF/CCDF. Review of the contracts executed between the Partnership and four child care providers sampled disclosed that, in two instances, payments were made to the providers prior to the contracts being signed by the Partnership and, in one instance, payment was made prior to the contract being signed by the Partnership and the child care provider.

We recommend that, in the future, the Partnership ensure that contracts are signed by both parties prior to the disbursement of funds.

- b) The Partnership awarded bonuses (*Star Rated License Bonus*, *Business Administration Bonus*, and *Education Bonus*) to child care facilities and providers through Activity

001–*Child Care Resource and Referral (CCR&R)* during the fiscal year ended June 30, 2020. The following issues were identified:

- According to NCPC's July 22, 2005, *Grant Reporting Requirements* memorandum, partnerships are required to use *Grant Template A* for cash grants to child care facilities. Review of the Partnership's grant agreements for the cash grants awarded to child care facilities for the *Star Rated License Bonus* and *Business Administration Bonus* disclosed that the Partnership did not use the most current *Grant Template A*. As a result, the agreements used did not contain all of the provisions required by NCPC;
- According to the Partnership's policies and procedures for its *Star Rated License Bonus* and *Business Scale Administration Bonus*, "Participants will receive regular technical assistance visits, at least monthly, to provide support towards meeting goals and monitoring of progress." Review of six child care facilities sampled disclosed that, in two instances, documentation on file indicated that monthly TA visits were not conducted as required; and
- Review of ten child care providers sampled who received an education bonus disclosed that, in one instance, a provider was paid \$200 for obtaining a grade of A in an early childhood education course when the provider should have received \$300, resulting in an underpayment to the provider of \$100.

We recommend that the Partnership:

- Ensure that the most current NCPC grant template is used when awarding cash or non-cash grants to child care providers. Current grant templates are posted to Local Partnership Central at the beginning of each fiscal year;
 - Comply with its policies and procedures and documents that all eligibility and award criteria are met prior to the disbursement of funds; and
 - Ensure that correct amounts are paid when awarding bonuses to the child care providers.
- c) According to the *Smart Start Cost Principles*, in order for food/refreshments for meetings/trainings/events to be purchased with Smart Start funds, the following documentation must be maintained: 1) the meeting or event agenda; 2) the rationale for providing meals/refreshments (legitimate business purpose; duration); 3) the number of persons expected to attend; and 4) the calculation of the total cost per person. A review of four food purchases sampled for the fiscal year ended June 30, 2020, disclosed that, in two instances, the total cost per person was not documented. Additionally, in two instances, the Partnership did not combine multiple purchases for the same meeting when determining if the total cost per person was within the State per diems. **These issues were previously identified in the Partnership's August 2019 management letter.**

We recommend that, in the future, the Partnership comply with the *Smart Start Cost Principles* and ensure that the above documentation is maintained when food/refreshments are purchased with Smart Start funds. Additionally, when multiple purchases of food/refreshments are made for the same meeting/training/event, the total cost of the combined receipts should be used to calculate the total cost per person.

- d) Review of two of the Partnership's seven direct service provider (DSP) activities sampled for the fiscal year ended June 30, 2020, disclosed that, for one DSP, there was no documentation on file to substantiate that the Partnership monitored that the DSP maintained the following documentation required by the *Smart Start Cost Principles* when purchasing food/refreshments with Smart Start funds: 1) the meeting or event agenda; 2) the rationale for providing meals/refreshments (legitimate business purpose; duration); 3) the number of persons expected to attend; and 4) the calculation of the total cost per person.

We recommend that, in the future, the Partnership monitors its DSPs for compliance with the documentation required by the *Smart Start Cost Principles* when food/refreshments are purchased with Smart Start funds.

- e) At the recommendation of the North Carolina Office of State Auditor, NCPC's 2019-2020 financial assistance contract template includes the following clause for nongovernmental contracts with its nongovernmental contractors:
- Obtain and maintain in effect a Fidelity Bond insurance policy in an amount of at least 50% of the total grant funds provided by the Local Partnership;
 - Name the Local Partnership as an additional insured or joint loss payee; and
 - Provide the Local Partnership with proof of coverage.

Review of the Partnership's contracts with its three non-governmental contractors disclosed that there was no documentation on file to substantiate that the Partnership was included as an additional insured or joint loss payee on one of the contractors Fidelity Bond insurance policies.

We recommend that the Partnership ensure that it is listed as an additional insured or joint loss payee on the Fidelity Bond insurance policy for all of its non-governmental contractors.

Please contact us if you need further assistance or clarification.

STANDARD OPERATING PROCEDURES (SOP)

PFC COMMITTEE MEMBERS

1. The Board Chair will appoint a committee Chair to each standing committee to serve each year.
2. The Board Chair, with input and assistance from the President, shall appoint committee members to each standing committee.
3. Except under special circumstance, all new potential committee members must complete a nomination form and submit it to Executive Specialist.
4. Nomination forms must be approved by the Board Chair and President.
5. All new committee members will view three Orientation videos as part of their orientation.
6. Except under special circumstances, committee members will serve on a committee at least one year prior to serving on the PFC Board of Directors
7. In order to have full Board participation, the Board Chair may appoint each Board director to one or more committees

Board Transition Worksheet - November 18, 2020

NCPC Suggested Roles - Government		Board Member	1st Term Expires	2nd Term Expires
County Commissioner's Office		Open		
1	County Manager's Office	Cannon, Amy		6/30/2021
2	Department of Social Services - NC Pre-K Mandated	Reid-Jackson, Brenda		NCPK
Local Health Agency or Health Services Provider		Open		
3	School Administrator - NC Pre-K Mandated	Connolly, Dr. Marvin		NCPK
4	Higher Education Institution	Deaver, Robin	6/30/2020	6/30/2023
5		Gronski, Dr. Meredith	6/30/2020	6/30/2023
6	Local Cooperative Extension Agency	Childers, Lisa		6/30/2021
7	Local Public Library	Jones, Cotina	6/30/2022	6/30/2025
8	Municipal Government	McDonald, Karen	6/30/2020	6/30/2023
NCPC Suggested Roles - Services		Board Member	1st Term Expires	2nd Term Expires
9	Child Care Provider - Licensed Center - NC Pre-K Mandated	Crosby, Angela		6/30/2021
10		Melton, Perry		6/30/2021
Child Care Provider - Licensed Home		Open		
Military Child Care Rep		Open		
11	Local Head Start Program Representative - NC Pre-K Mandated	Ballard, Lonnie		NCPK
12	Local Mental Health Community Organization	Gardner, Terrasine	6/30/2022	6/30/2025
13	Child Care Resource & Referral (non-employee) or Another Child-Serving Agency Representative - NC Pre-K Mandated	Wesley, Wanda	6/30/2020	6/30/2023
14		Neal, Ayesha	6/30/2021	6/30/2024
15	Other Non-Profit Human Service Agency	Brian Jones	6/30/2023	6/30/2026
16	Public School Exceptional Children's Preschool Program Representative - NC Pre-K Mandated	Dr. Pamela Adams-Watkins		NCPK
NCPC Suggested Roles - Business/Community		Board Member	1st Term Expires	2nd Term Expires
17	Parent of a child 5 or younger - NC Pre-K Mandated	McLaughlin, Jami	6/30/2021	6/30/2024
18	Faith Community	McNeill, Tre'vone	6/30/2022	6/30/2025
19	Inter-Agency Coordinating Council or parent of a child with a disability	Rayman, Tawnya	6/30/2020	6/30/2023
Foundation or other philanthropic organization		Open		
20		Grafstrom, James		6/30/2021
21	Business Leader	Sampson, Chas	6/30/2020	6/30/2023
22		Stephen Terry	6/30/2023	6/30/2026
23	Military Community Rep	Gronowski, Sandee	6/30/2020	6/30/2023
24		Dunham, Dr. Phyllis	6/30/2021	6/30/2024
25	Community At Large	Williams, Ebone	6/30/2023	6/30/2026
		Morris, Charles		Emeritus
			1st Term Ending 6/30/21 = 3	2nd Term Ending 6/30/21 = 5
			1st Term Ending 6/30/22 = 3	
			1st Term Ending 6/30/23 = 3	2nd Term Ending 6/30/23 = 7
			2nd Term Ending 6/30/24 = 3	
			2nd Term Ending 6/30/25 = 4	2nd Term Ending 6/30/26 = 3



OF CUMBERLAND COUNTY

351 Wagoner Drive, Suite 200
 Fayetteville, NC 28303
 P 910-867-9700 / F 910-867-7772
 ccpfc.org

November 18, 2020

The Partnership for Children is currently accepting applications for the next three-year Smart Start Allocation Cycle and needs reviewers to participate in the process. We invite you to join us in serving on the Partnership for Children of Cumberland County Allocation Team. The Allocation Team reviews the Smart Start grant proposals and makes funding recommendations to the Partnership's Board of Directors. Our young children and community depend on PFC to use our \$6.573 million Smart Start grant efficiently and effectively, so all children enter kindergarten healthy and ready to succeed.

The allocation process will take place over three months, starting in January 2021. On the second Tuesday of each month (**Jan 12, Feb 9, Mar 9**), the Allocation Team will meet for three hours (2:00-5:00 pm); first as a larger group, and then dispersing into three smaller groups to review grant applications in one of three broad categories:


- Early Care and Education, including Subsidy
- Family Support & Health
- System Support

For those who may have a perceived or actual conflict of interest, we will take that into consideration when assigning you to the smaller groups. Although the allocation process is designed to efficiently use your time, we recognize that participation in a review process is a significant commitment. We ask that you consider the impact each grant will have in our community for years to come, and please say, "Yes"!

Keep in mind the Smart Start grant for our community greatly exceeds annual grants by almost all grantors from this region, so this is a significant responsibility. We know you will give thoughtful reflection to each 2020 proposal, ask the essential questions, and make decisions based on what is best for our community's children and families. We appreciate your consideration and thank you in advance for your commitment to the Partnership's goals.

Please RSVP to Cali Simchuck by **December 17th**. She is available at csimchuk@ccpfc.org or (910) 826-3035

Sincerely,

DocuSigned by:

 A1D1CE6449E3444...
 Mary Sonnenberg
 President

DocuSigned by:

 4CE5CA9DC0AA433...
 Ayesha Neal
 Board Chair

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.



a partner
 in the

 smart start
 network

Be the Driving Force.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
FINANCIAL SUMMARY - WHAT YOU NEED TO KNOW

Board Responsibility

The review of the financial statements is the responsibility of the Committee and Board Members of PFC.

The detailed financial reports have been provided to you via email and will be provided electronically during the meeting.

October 31, 2020

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.

2 Smart Start Grant [State Funds]

- a. PFC's Smart Start grant budgets are reflected at 85% of full allocation effective 07-01-2020.
- b. The total allocation for FY2020-2021 at 85% is \$5,587,090 including DSS and WAGE\$.
- c. PFC is anticipated to be in 100% full allocation in November 2020.
- d. PFC is anticipated to receive 100% of the reverted FY1920 Smart Start Services Funds totaling \$425,261.
- e. PFC is anticipated to receive \$7,121 for a partial refund of MAC Support from the prior year.
This will be included in the amended Smart Start allocation from NCPC. \$567 will be added back to Admin and \$6,554 to Services.

3 NC Pre-Kindergarten Grant [State and Federal Funds]

- a. PFC is in full contract with DCDEE effective 07-01-2020
- b. The total grant is \$9,098,063 which currently consists of \$3,766,081 of federal funds and \$5,331,972 of state funds.
- c. Historically this distribution of state and federal funds is amended by DCDEE before yearend.
- d. PFC received 1/10th of the administrative plus direct services grant in September 2020. The amount was \$892,309.
- e. PFC was awarded an additional 2% grant in the amount of \$178,462 to be used to support the administering functions of the NC Pre-K grants.
This amount is 100% state funds and will be effective from November 1, 2020 through June 30, 2021.

4 DCDEE - Region 5 Grants [Federal Funds]

- a. PFC's two Region 5 grants for Core and Infant Toddler are now in contract effective 07-01-20.
- b. The Region 5 Healthy Social Behaviors [HSB] Contract was amended and extended by two months making it a 14-month contract effective 07-01-2019 through 08-31-2020. The FY20-21 contract is anticipated to be a 10-month contract effective 09-01-2020 through 06-30-2021. It will soon be fully in contract. It is not yet fully executed.

5 All Funding Sources

- a. The cash balance at month-end is as projected and is sufficient for the requirements of the upcoming month.
- b. Grant based reimbursements are anticipated to be timely.

6 Unrestricted State Revenues (USR) - Fund 208

- a. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.
- b. The cash equivalent balances in Fund 208 consists of the following at the end of the month:

PNC Bank Money Market Account	220,095.41	<i>Does not include interest earned in Fund 899</i>
Select Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Checking Account [from investments]	125.00	<i>Deposited \$100, fees of \$40 refunded, Deposited \$25</i>
E-Trade Funds Account	68,000.00	<i>Gains/Losses are not reflected in the financial statements</i>
	488,220.41	

Interest Earned - Fund 899	
PNC Bank Money Market	23,772.05
Select Bank - CD	3,126.82
Lumbee Bank - CD	2,285.66
	29,184.53

Investments - Fund 208	488,220.41
Interest Earned - Fund 899	29,184.53
TOTAL INVESTMENTS PLUS INTEREST	517,404.94

- c. There is currently a sufficient balance in the operating funds portion of the USR funding stream for the upcoming fiscal year.

7 Cash and In-kind Report

- a. The 19% match amount reflected on the monthly report is reflected at 85% of the full allocation.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to meet our match requirement. PFC did not meet the 19% match requirement for FY1920, FY1819, FY1718 nor for FY1617.
- c. Since the 19% required match was not met for the FY ended June 30, 2020, there will be no contribution to the PFC endowment.
- d. The penalty for not meeting the match in FY1920 has been waived due to COVID-19.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS October 31, 2020

FOOTNOTES - BALANCE SHEET

A. The cash accounts at October 31, 2020 total \$2,803,968.26.

Included in the cash balance amount are the following investment vehicles:

Banking Institution	Investment Type	Current Amount	Term (months)	Maturity Date	Interest Rate	Annual Percentage Yield
PNC Bank	Money Market	\$243,867.46	n/a	n/a	n/a	.50%
Select Bank	CD	\$103,126.82	15	05/20/21	1.10%	1.11%
Lumbee Bank	CD	\$102,285.66	15	05/21/21	.55%	.55%
Lumbee Bank	Checking	\$125.00	n/a	n/a	n/a	n/a
E-Trade	Financial Trades	\$68,000.00	n/a	n/a	n/a	n/a
Cumberland Community Foundation	Beneficial Interest in Endowment Fund	\$31,384.00	n/a	n/a	n/a	n/a
TOTAL		\$548,788.94				

B. Employees' payroll deductions at October 31, 2020 from the current month and from prior months total \$(8,559.08) which includes \$7,050.00 of pre-funded HRA/FSA anticipated to be deducted by Blue Cross and Blue Shield in November 2020. These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for.

C. Per Board approval, an endowment fund was established on June 29, 2012 with the Cumberland Community Foundation, Inc. with an initial amount of \$25,000.00. Since this amount is an irrevocable gift of assets, it is classified as a permanently restricted net asset for accounting purposes. It is also classified as a "Beneficial Interest in Community Foundation" in the Assets section of the Balance Sheet.

NCPC defines permanently restricted net assets as "used to classify assets that have donor-imposed stipulations that neither expire with time nor can be fulfilled or removed by actions of the organization. An example would be an endowment fund whereby the principal is maintained for investment purposes and the interest earnings may be available for use. This FASB code is rarely used."

Additional funds totaling \$4,732.00 was added to the endowment as of June 30, 2013. The Partnership made an additional deposit of \$768.00 to the endowment in September 2014. The Partnership also made an additional deposit of \$666.00 to the endowment in July 2015. During January 2016, additional deposits totaling \$218.00 were received for the endowment. This amount was transferred to the Foundation in February 2016. The total contributions from the Partnership to the endowment, including these funds, are now a total of \$31,384.00. There were no additional funds added to this endowment during the 2016-2017 fiscal year.

FOOTNOTES FOR FINANCIAL REPORTS

October 31, 2020

FOOTNOTES - SMART START GRANT SPREADSHEET

SERVICES (In-House Activities): The Smart Start grants for all of the Service budgets are in contract at 85% of full allocation effective July 1, 2020.

DIRECT SERVICE PROVIDERS: The Smart Start grants for all of the Direct Service Providers (DSPs) budgets are in contract at 85% of full allocation effective July 1, 2020.

ADMINISTRATION: The Smart Start grant for the Administration budget is in contract at 85% of full allocation effective July 1, 2020.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
October 31, 2020

Assets

Bank of America Checking Account	\$ 2,254,779.32	} A
PNC Bank - Money Market Reserve	243,867.46	
Select Bank - Certificate of Deposit	103,126.82	
Lumbee Bank - Certificate of Deposit	102,285.66	
Lumbee Bank - Checking Account [from investments]	125.00	
E-Trade Funds Account	68,000.00	
Petty Cash, Change Funds, Undeposited Receipts	400.00	
Beneficial Interest in Community Foundation	31,384.00	
	<hr/>	
Total Assets	2,803,968.26	
	<hr/> <hr/>	

Liabilities and Net Assets

Vendor Accounts Payable		
<i>Due to keyed A/P session with inconsistent date</i>	(11,700.00)	
Forfeited FSA and HRA Pre-Funding	(7,177.49)	} B
COBRA Insurances	0.41	
Health Insurance Payable	70.78	
Flex-Spending Payable	(1,453.01)	
AFLAC Payable	0.49	
Dental Insurance Payable	(0.22)	
Vision Payable	0.00	
Legal Shield Payable	(0.04)	
Tenant Security Deposits	22,682.79	
Unrestricted Net Assets	1,054,926.88	
Temporarily Restricted Net Assets	149,030.53	
Permanently Restricted Net Assets	31,384.00	C
Excess Revenues over (under) Expenditures	1,566,203.14	
	<hr/>	
Total Liabilities and Net Assets	\$ 2,803,968.26	
	<hr/> <hr/>	

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

FY 20/21 SMART START 85% ALLOCATION		\$5,587,090
TOTAL ALLOCATION FOR ADMINISTRATION ----->		\$325,958
FY 20/21 Smart Start Admin Base Allocation	\$270,087	
FY 20/21 Addition of 1% Fundraising Grant [9200-990]	\$55,871	
TOTAL ALLOCATION FOR SERVICES ----->		\$5,261,132
FY 20/21 Smart Start Services Allocation :	\$5,317,003	
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]	\$ (55,871)	
Carryforward Funds from FY19/20 to be used in FY20/21	\$0	

								AS OF OCTOBER 2020									
									If monthly spending was equal, at month-end, the percentages should be:								
									33%	67%							
EXPENDITURES																	
Activity		Agency			10/15/20 Budget	Advances	September	October	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds					
Early Care & Education Subsidy - TANF Only																	
1	Subsidized Child Care	Dept. of Social Services		\$	1,895,760.00		\$	287,682.00	\$	246,439.00	\$	1,188,662.00	\$	707,098.00	63%	37%	
2	CCR&R - Subsidy	IH Partnership for Children		\$	311,413.00		\$	-	\$	1,824.50	\$	1,824.50	\$	309,588.50	1%	99%	
3	Child Care Scholarships	Fayetteville Tech. Com. College		\$	176,171.00		\$	14,346.20	\$	21,665.89	\$	36,012.09	\$	140,158.91	20%	80%	
4	NC Pre-K Susidy TANF	IH Partnership for Children		\$	-		\$	-	\$	-	\$	-	\$	-	#DIV/0!	#DIV/0!	
		ECE Subsidy TANF Total:	45%	\$	2,383,344.00	\$	-	\$	302,028.20	\$	269,929.39	\$	1,226,498.59	\$	1,156,845.41	51%	
		Minimum of 39% Required															
Early Care & Education Subsidy - Non-TANF																	
5	CCR&R - Non-TANF Dual Subsidy	IH Partnership for Children		\$	50,575.00		\$	-	\$	436.97	\$	436.97	\$	50,138.03	1%	99%	
6	Spainhour/Child Play	Easter Seals UCP		\$	77,957.00		\$	-	\$	-	\$	-	\$	77,957.00	0%	100%	
7	NC Pre-K Subsidy Non-TANF	IH Partnership for Children		\$	-		\$	-	\$	-	\$	-	\$	-	#DIV/0!	#DIV/0!	
		ECE Subsidy Non-TANF Total:	2%	\$	128,532.00	\$	-	\$	-	\$	436.97	\$	436.97	\$	128,095.03	0%	
Early Care & Education Subsidy - Administration																	
8	Subsidy Support Staff	Dept. of Social Services		\$	135,836.00		\$	-	\$	-	\$	135,836.00	\$	-	100%	0%	
9	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College		\$	9,733.00		\$	1,158.56	\$	1,075.52	\$	2,632.73	\$	7,100.27	27%	73%	
10	CCR&R - Subsidy Administration	IH Partnership for Children		\$	29,877.00		\$	-	\$	57.50	\$	63.79	\$	29,813.21	0%	100%	
		ECE Subsidy Administration Total	3%	\$	175,446.00	\$	-	\$	1,158.56	\$	1,133.02	\$	138,532.52	\$	36,913.48	79%	
Early Care & Education Quality & Affordability																	
11	CCR&R - Core Services	IH Partnership for Children			\$1,151,699.00		\$	103,333.92	\$	93,688.65	\$	434,341.38	\$	717,357.62	38%	62%	
12	WAGES	Child Care Svcs. Association		\$	315,821.00		\$	27,775.00	\$	27,093.75	\$	132,185.02	\$	183,635.98	42%	58%	
		ECE Quality Total:	28%	\$	1,467,520.00	\$	-	\$	131,108.92	\$	120,782.40	\$	566,526.40	\$	900,993.60	39%	
		Minimum of 70% Total Required		79%													

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

FY 20/21 SMART START 85% ALLOCATION	\$5,587,090
TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$325,958
FY 20/21 Smart Start Admin Base Allocation	\$270,087
FY 20/21 Addition of 1% Fundraising Grant [9200-990]	\$55,871
TOTAL ALLOCATION FOR SERVICES ----->	\$5,261,132
FY 20/21 Smart Start Services Allocation :	\$5,317,003
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]	\$ (55,871)
Carryforward Funds from FY19/20 to be used in FY20/21	\$0

										AS OF OCTOBER 2020	
										If monthly spending was equal, at month-end, the percentages should be:	
										33%	67%
										% of Budget Expended	% of Available Funds

Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

FY 20/21 Revenues per Contract		Fiscal Year 2020/ 2021	
\$	8,398,200	NC Pre-k Grant Payments to Providers	
\$	174,963	2% CCDF Quality Funds	
\$	174,963	2% New Capacity Building Funds	
\$	349,927	4% Administrative Fee	
\$	9,098,053	Total NC Pre-k Grant	
		as of October 31, 2020	
		SHOULD BE	
		33%	67%

FUND			FY 20/21 Budget						Remaining	% of	% of
	Activity		7/1/2020	August	September	October	Y-T-D	Budget	Budget Expended	Available Funds	
211	9100-999	Administrative Operations		\$ 5,565.00	\$ 4.67	\$ -	\$ -	\$5,565.00	\$0.00	100%	0%
	3104-001	CCR&R - Core		\$ 92,383.00	\$ 8,194.58	\$ 8,047.06	\$ 9,330.16	\$37,697.70	\$54,685.30	41%	59%
	3323-017	NC Pre-k Coordination (In-Direct)		\$ 251,979.00	\$ 18,794.02	\$ 16,990.39	\$ 17,644.26	\$77,753.30	\$174,225.70	31%	69%
		Fund 211 Sub-Total		\$ 349,927.00	\$26,993.27	\$25,037.45	\$ 26,974.42	\$121,016.00	228,911.00	35%	65%
206	2342-015	NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds		\$ 452,862.00	\$ -	\$ -	\$ -	\$0.00	\$452,862.00	0%	100%
	2348-015	NC Pre-K Non-TANF/CCDF - State Funds		\$ 99,409.00	\$ -	\$ -	\$ -	\$0.00	\$99,409.00	0%	100%
		Fund 206 Sub-Total		\$ 552,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552,271.00	0%	100%
210	2342-015	NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds		\$ 3,488,945.00	\$ -	\$ -	\$ -	\$0.00	\$3,488,945.00	0%	100%
	2348-015	NC Pre-K Non-TANF/CCDF - State Funds		\$ 765,866.00	\$ -	\$ -	\$ -	\$0.00	\$765,866.00	0%	100%
		Fund 210 Sub-Total		\$ 4,254,811.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,254,811.00	0%	100%
319	2342-015	NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds		\$ 2,980,628.00	\$ 37,050.00	\$ 527,050.00	\$ 513,950.00	\$1,078,050.00	\$1,902,578.00	36%	64%
	2348-015	NC Pre-K Non-TANF/CCDF - Federal Funds		\$ 610,490.00	\$ 9,750.00	\$ -	\$ -	\$9,750.00	\$600,740.00	2%	98%
		Fund 319 Sub-Total		\$ 3,591,118.00	\$46,800.00	\$527,050.00	\$ 513,950.00	\$1,087,800.00	\$ 2,503,318.00	30%	216%
328	3322-017	NC Pre-K New CCDF Quality Funds - Federal Funds		\$ 174,963.00	\$ 3,338.54	\$ 7,015.72	\$ 3,335.73	\$46,475.36	\$128,487.64	27%	73%
212	3323-017	NC Pre-K New Capacity Building Funds - State Funds		\$ 150.00	\$ -	\$ -	\$ -	\$150.00	\$0.00	100%	0%
212	9100-999	NC Pre-K New Capacity Building Funds - State Funds		\$ 174,813.00	\$ 19,600.85	\$ 20,211.33	\$ 20,058.38	\$78,351.86	\$96,461.14	45%	55%
		Fund 212 Sub-Total		\$ 174,963.00	\$19,600.85	\$20,211.33	\$20,058.38	\$78,501.86	\$96,461.14		55%

Total Budget Remaining \$7,764,259.78

Total NC Pre-K Grant	\$ 9,098,053.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$96,732.66 \$579,314.50 \$564,318.53 \$1,333,793.22
Total State Funds	\$5,331,972
Total Federal Funds	\$3,766,081
Total NC Pre-K Grant	\$9,098,053.00

Partnership for Children of Cumberland County, Inc.

Region 5 DCDEE Lead Agency Grant
Fiscal Year 2020 - 2021

TOTAL FY 2020 - 2021 REGION 5 LEAD AGENCY ALLOCATION **\$489,097.00**

FY 2020 - 2021 10% Overhead / Administration Allocation **\$44,063.00**

FY 2020 - 2021 Program/Services Allocation **\$445,034.00**

FY 2020 - 2021 Program/Services Allocation		\$445,034.00							as of October 31, 2020	
EXPENDITURES								33%	67%	
Activity		07/01/20 Budget	August	September	October	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds	
Region 5 Lead Agency - Core Services		\$ 246,166.00	\$ 16,888.30	\$ 20,513.99	\$ 13,680.96	\$ 72,659.74	\$ 173,506.26	30%	70%	
Core Services - 10% Overhead/Administration for CCR&R		\$ 1,100.00	\$ 89.73	\$ 102.87	\$ 235.73	\$ 510.96	\$ 589.04	46%	54%	
Core Services - 10% Overhead/Administration for Admin Ops		\$ 29,299.00	\$ 43.29	\$ 5,492.13	\$ 1,213.34	\$ 6,755.02	\$ 22,543.98	23%	77%	
Contracts & Grants - Anson County		\$ 9,954.00	\$ -	\$ -	\$ -	\$ -	\$ 9,954.00	0%	100%	
Contracts & Grants - Montgomery County		\$ 8,345.00	\$ -	\$ -	\$ -	\$ -	\$ 8,345.00	0%	100%	
Contracts & Grants - Moore County		\$ 29,399.00	\$ -	\$ -	\$ -	\$ -	\$ 29,399.00	0%	100%	
Contracts & Grants - Richmond County		\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%	
		\$ 338,791.00	\$ 17,021.32	\$ 26,108.99	\$ 15,130.03	\$ 79,925.72	\$ 258,865.28	24%	76%	
Region 5 Infant Toddler Project		\$ 136,642.00	\$ 6,614.01	\$ 11,687.92	\$ 10,810.57	\$ 36,480.29	\$ 100,161.71	27%	73%	
Infant Toddler - 10% Overhead/Administration for CCR&R		\$ 1,545.00	\$ 15.56	\$ 68.23	\$ 1,047.26	\$ 1,163.00	\$ 382.00	75%	25%	
Infant Toddler - 10% Overhead/Administration for Admin Ops		\$ 12,119.00	\$ -	\$ 2,386.46	\$ 98.58	\$ 2,485.04	\$ 9,633.96	21%	79%	
		\$ 150,306.00	\$ 6,629.57	\$ 14,142.61	\$ 11,956.41	\$ 40,128.33	\$ 110,177.67	27%	73%	
Region 5 Healthy Social Behaviors Project	10 month contract for FY20-21 [09/01/2020 - 06/30/2021]	\$ -	\$ -	\$ 9,676.55	\$ 9,663.25	\$ 19,339.80	\$ (19,339.80)	#DIV/0!	#DIV/0!	
Healthy Social Behavior - 10% Overhead/Administration for CCR&R		\$ -	\$ -	\$ 78.05	\$ 322.76	\$ 400.81	\$ (400.81)	#DIV/0!	#DIV/0!	
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
		\$ -	\$ -	\$ 9,754.60	\$ 9,986.01	\$ 19,740.61	\$ (19,740.61)	#DIV/0!	#DIV/0!	
Total Allocated DCD Funds Remaining							\$ 349,302.34			
Summary for 10% Overhead / Administration	PFC	\$ 44,063.00	\$ 148.58	\$ 8,127.74	\$ 2,917.67	\$ 11,314.83	\$ 32,748.17	26%	74%	

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			August	September	October	YTD	August	September	October	YTD	
	RESTRICTED FUNDS										
206	NC Pre-K Grant - State Funds (per child)	\$ 11,224.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,224.00	\$ -
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ 2,614.45	\$ -	\$ -	\$ 52,592.11	\$ 52,592.11	\$ 26,993.27	\$ 25,037.45	\$ (25,514.58)	\$ 71,141.45	\$ (15,934.89)
211	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ 52,489.00	\$ -	\$ 52,489.00	\$ -	\$ -	\$ 52,489.00	\$ 52,489.00	\$ -
212	NC Pre-K Capacity Building Grant - State Funds	\$ (25,234.78)	\$ -	\$ -	\$ 37,082.15	\$ 62,316.93	\$ 19,600.85	\$ 20,211.33	\$ 20,058.38	\$ 78,501.86	\$ (41,419.71)
319	NC Pre-K Grant (per slot) - Federal Funds	\$ 800.00	\$ -	\$ -	\$ -	\$ 46,800.00	\$ 46,800.00	\$ -	\$ -	\$ 47,600.00	\$ -
319	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ 839,820.00	\$ 1,372,550.00	\$ 2,212,370.00	\$ -	\$ 538,750.00	\$ 513,950.00	\$ 1,052,700.00	\$ 1,159,670.00
328	NC Pre-K Grant CCDF Quality Funds- Federal Funds	\$ (27,851.21)	\$ -	\$ 32,785.37	\$ 10,354.26	\$ 70,990.83	\$ 3,338.54	\$ 7,015.72	\$ 3,335.73	\$ 46,475.36	\$ (3,335.74)
	Sub-total for NC Pre-K	\$ (38,447.54)								Sub-total	\$ 1,098,979.66
301	Family CareGivers Program	\$ (2,067.12)	\$ -	\$ -	\$ 558.00	\$ 558.00	\$ 2.80	\$ 607.00	\$ (52.00)	\$ 557.80	\$ (2,066.92)
307	DCD Grant - SWCDC	\$ 43,760.32	\$ -	\$ 44,550.54	\$ 19,435.41	\$ 63,985.95	\$ 17,021.32	\$ 26,108.99	\$ 15,130.03	\$ 123,686.01	\$ (15,939.74)
312	Region 5 - Infant/Toddler Project	\$ 4,600.46	\$ -	\$ 17,171.40	\$ 10,352.73	\$ 27,524.13	\$ 6,629.57	\$ 14,142.61	\$ 11,956.41	\$ 44,728.75	\$ (12,604.16)
313	Region 5 - Healthy Social Behavior	\$ (19,631.60)	\$ 53,343.58	\$ (6,902.46)	\$ -	\$ 46,441.12	\$ 11,615.95	\$ 9,754.60	\$ 9,986.01	\$ 46,550.11	\$ (19,740.59)
807	Region 5 - Program Income	\$ -	\$ -	\$ 90.00	\$ 708.60	\$ 817.20	\$ 1,614.67	\$ (3,664.26)	\$ -	\$ -	\$ 817.20
	Sub-total for Other Restricted	\$ 26,662.06								Sub-total	\$ (49,534.21)
147	Smart Start - Admin. (FY 19/20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (76.80)	\$ 76.80
148	Smart Start - Services (FY 19/20)	\$ 423,177.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422,895.57	\$ 281.60
149	Smart Start - Admin. (FY 20/21)	\$ -	\$ 31,062.00	\$ 31,408.00	\$ 31,209.00	\$ 141,595.00	\$ 31,423.89	\$ 26,218.51	\$ 27,413.16	\$ 131,344.51	\$ 10,250.49
150	Smart Start - Services (FY 20/21)	\$ -	\$ 277,665.00	\$ 280,750.00	\$ 278,976.00	\$ 1,265,707.00	\$ 190,930.07	\$ 204,600.34	\$ 221,366.89	\$ 855,350.94	\$ 410,356.06
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ 16,352.00	\$ -	\$ 16,352.00	\$ 32,704.00	\$ 6,495.53	\$ 4,176.42	\$ 6,223.30	\$ 25,747.45	\$ 6,956.55
216	Dolly Parton's Imagination Library	\$ 1,281.70	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 15,000.00	\$ -	\$ 1,179.00	\$ 621.00	\$ 1,800.00	\$ 14,481.70
801	Program Income (SS Related)	\$ 68,725.43	\$ 6,554.19	\$ 6,405.17	\$ 5,849.66	\$ 21,811.59	\$ 254.19	\$ 320.31	\$ 333.54	\$ 7,616.43	\$ 82,920.59
804	GEMS Shared Services (PI SS Related)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
902	COBRA - Employee Insurance Withholdings	\$ 34.87	\$ 53.75	\$ 88.22	\$ 88.22	\$ 318.41	\$ 88.22	\$ 88.21	\$ 88.22	\$ 352.87	\$ 0.41
	Sub-total for Smart Start & Related	\$ 494,519.17								Sub-total	\$ 526,624.20

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			August	September	October	YTD	August	September	October	YTD	
	UNRESTRICTED FUNDS										
208	Unrestricted State Revenues - For Operating Purposes	\$ 15,140.22	\$ -	\$ -	\$ -	\$ -	\$ 1,704.37	\$ 1,538.51	\$ 1,581.46	\$ 6,987.80	\$ 8,152.42
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 488,220.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,220.41
501	Individual Gifts & Donations	\$ 50,620.59	\$ 1,963.25	\$ 580.00	\$ 863.68	\$ 4,181.93	\$ (77.12)	\$ 264.51	\$ 3.54	\$ (1,647.77)	\$ 56,450.29
515	Vending Machine Commissions	\$ 340.38	\$ 13.13	\$ 15.82	\$ 12.11	\$ 82.47	\$ -	\$ -	\$ -	\$ -	\$ 422.85
518	Kohl's Corporate Grants	\$ 4,356.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,356.34
536	The CarMax Foundation Grant	\$ 9,834.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,834.10
537	Foundation for the Carolinas Grant via Long Leaf Foundation	\$ 2,010.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,010.81
539	Foundation for the Carolinas Grant - Operation Restoration	\$ 90,712.50	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 165,712.50
543	CC Foundation - Family Connect Grant	\$ 33,922.64	\$ -	\$ -	\$ -	\$ -	\$ 4,379.89	\$ 4,495.03	\$ 4,422.85	\$ 19,210.95	\$ 14,711.69
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
545	CC Foundation - Toilet Training Grant	\$ 7,572.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720.00	\$ -	\$ 720.00	\$ 6,852.00
802	PFCRC II (Non-Smart Start)	\$ 85,333.91	\$ 18,758.05	\$ 13,667.77	\$ 13,037.24	\$ 58,008.72	\$ 8,140.11	\$ 41,867.50	\$ 7,897.17	\$ 66,721.07	\$ 76,621.56
806	Forward March Conference	\$ 42,408.25	\$ (7,250.00)	\$ (1,500.00)	\$ -	\$ (8,750.00)	\$ -	\$ -	\$ -	\$ -	\$ 33,658.25
809	Hoke County Consumer Ed (not program income)	\$ -	\$ -	\$ 1,787.23	\$ 4,264.26	\$ 6,051.49	\$ 1,787.23	\$ 4,264.26	\$ 4,294.16	\$ 10,345.65	\$ (4,294.16)
812	PFCRC II - Administration	\$ 34,462.52	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 19,000.00	\$ 3,785.32	\$ 4,301.05	\$ 4,300.72	\$ 18,840.24	\$ 34,622.28
815	Hoke - Contracted Eval (not program income)	\$ 19,099.46	\$ -	\$ -	\$ -	\$ -	\$ 138.43	\$ -	\$ -	\$ 4,041.94	\$ 15,057.52
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,448.15
820	Fundraising - PFC Annual Soiree	\$ 108,763.71	\$ -	\$ -	\$ 20,000.00	\$ 23,702.27	\$ 250.00	\$ 5.85	\$ -	\$ 8,307.68	\$ 124,158.30
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 3,702.27	\$ -	\$ -	\$ -	\$ (3,702.27)	\$ -	\$ -	\$ -	\$ -	\$ -
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 139.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139.52
828	Fundraising - Early Care & Education Initiatives	\$ 1,804.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,804.28
897	Sales Tax	\$ (10,066.79)	\$ -	\$ 10,066.79	\$ -	\$ 10,066.79	\$ 1,005.27	\$ 1,186.21	\$ 785.73	\$ 3,259.45	\$ (3,259.45)
899	Interest Income (from Investment Funds)	\$ 29,160.94	\$ 9.26	\$ 2.00	\$ 2.00	\$ 23.59	\$ -	\$ -	\$ -	\$ -	\$ 29,184.53

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			August	September	October	YTD	August	September	October	YTD	
904	Forfeited FSA	\$ (7,022.87)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.62	\$ -	\$ 154.62	\$ (7,177.49)
905	Employee Withholding	\$ (1,046.13)	\$ 24,592.14	\$ 27,701.87	\$ 23,760.73	\$ 115,738.93	\$ 24,438.65	\$ 27,405.01	\$ 24,818.55	\$ 116,074.80	\$ (1,382.00)
	Sub-total for Unrestricted Funds	\$ 1,046,082.29								Sub-total	\$ 1,092,469.78
INFORMATION TECHNOLOGY											
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.72	\$ 305.36	\$ 169.73	\$ 1,153.23	\$ (1,153.23)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,017.26	\$ (1,017.26)	\$ -	\$ -
994	IT - Outside Agencies	\$ 113,633.77	\$ 6,925.53	\$ 4,484.00	\$ 8,614.43	\$ 26,690.81	\$ 8,109.27	\$ 6,867.68	\$ 9,519.48	\$ 34,729.60	\$ 105,594.98
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (414.02)	\$ 585.06	\$ 171.04	\$ (171.04)
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (144.54)	\$ 370.42	\$ 225.88	\$ (225.88)
	Sub-total for Information Technology	\$ 113,633.77								Sub-total	\$ 104,044.83
OTHER FUNDS											
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,384.00
	Sub-total for Other Funds	\$ 31,384.00								Sub-total	\$ 31,384.00
	TOTAL	\$ 1,673,833.75								TOTAL	\$ 2,803,968.26

ADDITIONAL SUMMARIZED INFORMATION

USR

Operating Cash	8,152.42
Investments	488,220.41
\$	496,372.83

NCPK

Operating Cash	(60,690.34)
"Cash Advance"	1,159,670.00
\$	1,098,979.66

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Cash & In-Kind Contributions Report Fiscal Year 2020/2021

Total Smart Start Allocation: \$ 5,587,090.00
 Target Cash & In-Kind Required (19%): \$ 1,061,547.10
 Target Cash Required (≥13%): \$ 726,321.70
 Target In-Kind Required (±6%): \$ 335,225.40

1

CASH DONATIONS	August	September	October	Y-T-D
Cash Donations - In-House				
Board & Committee Donations 501-4410	\$ 590.00	\$ 315.00	\$ 140.00	\$ 1,065.00
Staff Donations 501-4410	\$ 128.00	\$ -	\$ -	\$ 128.00
Donations - General Admin Operations 501-4410	\$ 1,245.25	\$ 265.00	\$ 698.68	\$ 2,963.93
Donations - Vending Machine Proceeds 515-4410	\$ 13.13	\$ 15.82	\$ 12.11	\$ 82.47
Donations - PFC Annual Engagements 531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference 806-4830	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2020 820-4611	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2021 820-4611	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Donations - Fundraising Event Sales 2020 820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2021 820-4601	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center I 801-4824	\$ 5,589.19	\$ 4,029.67	\$ 4,819.66	\$ 17,226.09
Program Income - Conference Room Rental RCI 801-4762	\$ -	\$ -	\$ -	\$ -
Program Income - Nurturing Parenting Workshop F 801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees 801-5311	\$ -	\$ 42.70	\$ -	\$ 139.22
Program Income - CCR&R Workshop Fees 801-4823	\$ 965.00	\$ 3,035.00	\$ 1,030.00	\$ 5,245.00
Program Income - CCR&R Resource Library Fees 801-4823	\$ -	\$ 22.50	\$ -	\$ 22.50
Program Income - PDCC IACET Workshop Fees 801-4822	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C Services 801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C KidStuff 801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - Summer Camp Expo 801-4833	\$ -	\$ -	\$ -	\$ -
Program Income - Other 801-4827	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center II 812-4761	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 19,000.00
Cost Reduction - Car Seat Program Parent Fees 146-6902	\$ -	\$ 60.00	\$ 140.00	\$ 200.00
Quality Enhancement - Cash Matches 144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning 144-5317	\$ -	\$ -	\$ -	\$ -
Total Cash Donations - In-House	\$ 13,280.57	\$ 12,535.69	\$ 31,590.45	\$ 66,072.21

Cash Donations - Direct Service Providers				
1st Quarter (July - September)		\$ 687.58		\$ 687.58
2nd Quarter (October - December)				\$ -
3rd Quarter (January - March)				\$ -
4th Quarter (April - June)				\$ -
PFC Child Care Subsidy Parent Fees				\$ -
Total Cash Donations - Direct Service Providers	\$ -	\$ 687.58	\$ -	\$ 687.58

TOTAL CASH DONATIONS	\$ 13,280.57	\$ 13,223.27	\$ 31,590.45	\$ 66,759.79
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2

GRANTS				
Carmax Foundation (100% Private Grants) 536-4426				\$ -
WalMart Foundation (100% Private Grants) 533-4423				\$ -
Raising A Reader (100% Private Grants) 534-4420				\$ -
Kohl's Corporate Grants (100% Private Grants) 518-4420				\$ -
Cumberland Community Foundation (100% Private 535-4425				\$ -
TOTAL GRANTS	\$ -	\$ -	\$ -	\$ -

1.2%

IN-KIND DONATIONS				
In-Kind Donations - In-House				
In-Kind Donations - Volunteer Time	\$ 817.92	\$ 434.52	\$ 555.93	\$ 1,871.52
Discounts on Materials - Kaplan				\$ -
Discounts on Materials - Brame				\$ -
Discounts on Materials - Discount School Supply				\$ -
Discounts on Materials - Lakeshore				\$ -
Discounts on Software - Techsoup Stock				\$ -
Donations - Other In-Kind				\$ -
PFC Staff Donations - Supplies and Mileage				\$ -
PFC Board Member Donations - Supplies and Mileage				\$ -
Total In-Kind Donations - In-House	\$ 817.92	\$ 434.52	\$ 555.93	\$ 1,871.52

In-Kind Donations - Direct Service Providers				
1st Quarter (July - September)		\$ 1,258.55		\$ 1,258.55
2nd Quarter (October - December)				\$ -
3rd Quarter (January - March)				\$ -
4th Quarter (April - June)				\$ -
Total In-Kind Donations - Direct Service Providers		\$ 1,258.55		\$ 1,258.55

TOTAL IN-KIND DONATIONS	\$ 817.92	\$ 1,693.07	\$ 555.93	\$ 3,130.07
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0.1%

GRAND TOTAL	\$ 14,098.49	\$ 14,916.34	\$ 32,146.38	\$ 69,889.86
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1.3%

4

TARGET REMAINING	\$ (991,657.24)
-------------------------	------------------------

- 1 - Current Month Reporting
- 2 - YTD Cash Reported
- 3 - YTD In-Kind Reported
- 4 - Amount remaining to reach target



E*TRADE Securities
Investment Account

October 1, 2020 - October 31, 2020

Account Number: [REDACTED]

Account Type: NON-PROFIT

E*TRADE Securities LLC

P.O. Box 484

Jersey City, NJ 07303-0484

1-800-ETRADE-1 (1-800-387-2331)

etrade.com Member FINRA/SIPC

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0073060 01 AB 0.416 01 TR 00254 EFAD0204 000000



PARTNERSHIP FOR CHILDREN OF CU
351 WAGONER DRIVE SUITE 200
FAYETTEVILLE NC 28303-4672



Account At A Glance

\$76,731.37



As of 09/30/20

\$76,034.51



As of 10/31/20

Net Change:

\$-696.86

▲ DETACH HERE

PARTNERSHIP FOR CHILDREN OF CU
351 WAGONER DRIVE SUITE 200
FAYETTEVILLE NC 28303-4672

DETACH HERE ▲

Use This Deposit Slip

Please do not send cash

Make checks payable to E*TRADE Securities LLC

Mail deposits to:



E*TRADE SECURITIES LLC

P.O. Box 484

Jersey City, NJ 07303-0484

TOTAL DEPOSIT

Dollars	Cents

E*TRADE



Account Number: [REDACTED]

Statement Period : October 1, 2020 - October 31, 2020

Account Type: NON-PROFIT

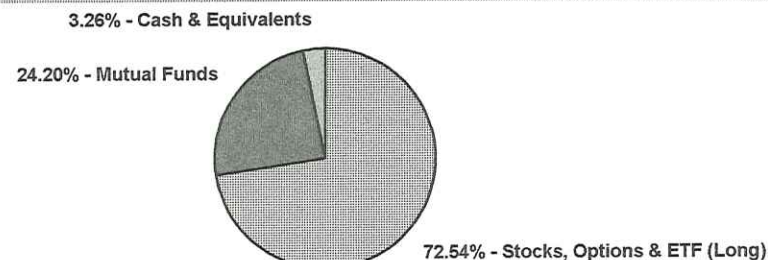
Customer Update:
Invest on the go.

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ACCOUNT OVERVIEW

Last Statement Date: September 30, 2020

Beginning Account Value (On 09/30/20): \$ 76,731.37
Ending Account Value (On 10/31/20): \$ 76,034.51
Net Change: \$ -696.86

For current rates, please visit etrade.com/rates
ASSET ALLOCATION (AS OF 10/31/20)

ACCOUNT VALUE SUMMARY

	AS OF 10/31/20	AS OF 09/30/20	% CHANGE
Cash & Equivalents	\$ 2,482.51	\$ 2,291.86	8.32%
Total Cash/Margin Debt	\$ 2,482.51	\$ 2,291.86	8.32%
Stocks, Options & ETF (Long)	\$ 55,153.76	\$ 56,110.64	-1.71%
Mutual Funds	\$ 18,398.24	\$ 18,328.87	0.38%
Total Value of Securities	\$ 73,552.00	\$ 74,439.51	-1.19%
Net Account Value	\$ 76,034.51	\$ 76,731.37	-0.91%

Securities products and services are offered by E*TRADE Securities LLC, Member FINRA/SIPC. Sweep Deposit Account is a bank deposit account with E*TRADE Bank, a Federal savings bank, Member FDIC. Sweep deposit accounts at each bank are FDIC-insured up to a maximum of \$250,000. Securities products and cash balances other than Sweep Deposit Account funds are not FDIC-insured, are not guaranteed deposits or obligations of E*TRADE Bank, and are subject to investment risk, including possible loss of the principal invested.

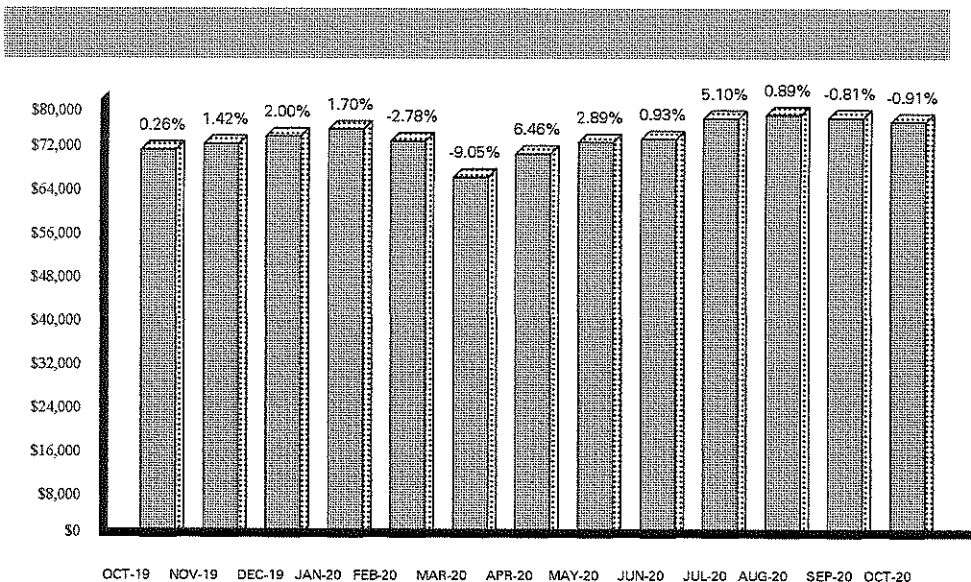


Account Number: [REDACTED]

Statement Period : October 1, 2020 - October 31, 2020

Account Type: NON-PROFIT

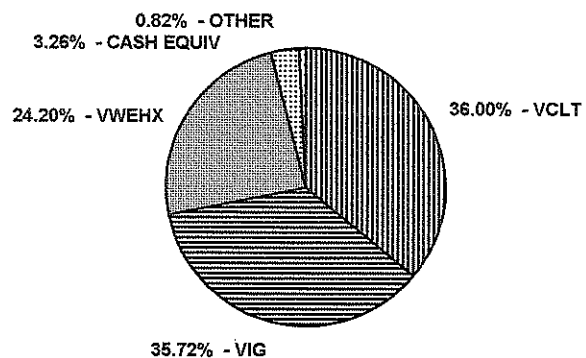
NET ACCOUNT VALUE BY MONTH END



ACCOUNT TRANSACTION SUMMARY

DESCRIPTION	THIS PERIOD	YEAR TO DATE
<u>Interest Received</u>		
Taxable	\$ 0.02	\$ 0.15
<u>Dividends Received</u>		
Taxable	\$ 260.00	\$ 1,713.22

TOP 10 ACCOUNT HOLDINGS (AS OF 10/31/20)





Account Number: [REDACTED]

Statement Period : October 1, 2020 - October 31, 2020

Account Type: NON-PROFIT

ACCOUNT HOLDINGS

CASH & CASH EQUIVALENTS (3.26% of Holdings)

DESCRIPTION	PORTFOLIO %	AMOUNT
Extended Insurance Sweep Deposit Account		
Opening Balance		2,291.86
Closing Balance	3.26	2,482.51
Average Balance		2,445.24

Extended Insurance Sweep Deposit Account Balance by Bank as of October 31, 2020

ETRADE BANK

2,482.51

Under the Extended Insurance Sweep Deposit Account (ESDA) Program, cash balances from your brokerage account into the ESDA Program may shift from one program bank to another on a daily basis and a different combination or subset of the Program Banks may be used from day to day with dynamic deposit limits. Your ESDA Program cash balances will be FDIC-insured up to an aggregate of at least \$1,250,000. Uninvested cash balances in the ESDA program are not covered by SIPC. The balance in your bank deposit sweep account may be withdrawn on your order and proceeds returned to your securities account or remitted to you. To see a list of Program Banks please visit www.etrade.com/esdaagreement or call us at 1-800-ETRADE-1 (1-800-387-2331).

TOTAL CASH & CASH EQUIVALENTS	3.26%	\$2,482.51
TOTAL CASH & CASH EQUIVALENTS YTD INTEREST (CREDIT INTEREST ONLY)		\$0.06

STOCKS, OPTIONS & EXCHANGE-TRADED FUNDS (72.54% of Holdings)

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO (%)	EST. ANNUAL INCOME	EST. ANNUAL YIELD (%)
***THOMSON REUTERS CORP COM NEW	TRI	Cash	8	77.8600	622.80	0.82	12.00	1.93%
VANGUARD SCOTTSDALE FUNDS	VCLT	Cash	259	105.6800	27,371.12	36.00	931.00	3.40%
VANGUARD LONG-TERM CORPORATE BOND ETF								
VANGUARD SPECIALIZED FUNDS	VIG	Cash	216	125.7400	27,159.84	35.72	482.00	1.77%
VANGUARD DIVIDEND APPRECIATION ETF								
TOTAL STOCKS, OPTIONS & ETF					\$55,153.76	72.54%	\$1,425.00	2.58%


Account Number: XXXXXXXXXX

Statement Period : October 1, 2020 - October 31, 2020

Account Type: NON-PROFIT

MUTUAL FUNDS (24.20% of Holdings)

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO [%]	EST. ANNUAL INCOME
**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL	VVEHX	Cash	3,183.087	5.7800	18,398.24	24.20	917.00
TOTAL MUTUAL FUNDS					\$18,398.24	24.20%	\$917.00
TOTAL PRICED PORTFOLIO HOLDINGS (ON 10/31/20)					\$76,034.51		
TOTAL ESTIMATED ACCOUNT HOLDINGS ANNUAL INCOME					\$2,342.00		

TRANSACTION HISTORY
DIVIDENDS & INTEREST ACTIVITY

DATE	TRANSACTION TYPE	DESCRIPTION	SYMBOL/ CUSIP	AMOUNT DEBITED	AMOUNT CREDITED
10/01/20	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 09/30/20 PAY 09/30/20	VVEHX		89.37
10/02/20	Dividend	VANGUARD SPECIALIZED FUNDS VANGUARD DIVIDEND APPRECIATION ETF CASH DIV ON 216 SHS REC 09/30/20 PAY 10/02/20 NON-QUALIFIED DIVIDEND	VIG		120.42
10/06/20	Dividend	VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF CASH DIV ON 259 SHS REC 10/02/20 PAY 10/06/20 NON-QUALIFIED DIVIDEND	VCLT		70.21
10/26/20	Interest	EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT INTEREST			0.02
TOTAL DIVIDENDS & INTEREST ACTIVITY					\$260.02
NET DIVIDENDS & INTEREST ACTIVITY					\$260.02



Account Number: [REDACTED]

Statement Period : October 1, 2020 - October 31, 2020

Account Type: NON-PROFIT

OTHER ACTIVITY

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
10/01/20	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL REINVEST PRICE \$ 5.78	VWEHX	Reinvest	12.002		69.37	
TOTAL OTHER ACTIVITY						\$69.37	
NET OTHER ACTIVITY						\$69.37	

EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT (ESDA) ACTIVITY (0.0100% APY/0.0100%APY Earned as of 10/31/20)

Under the Extended Insurance Sweep Deposit Account (ESDA) Program, cash balances from your brokerage account into the ESDA Program may shift from one program bank to another on a daily basis and a different combination or subset of the Program Banks may be used from day to day with dynamic deposit limits. Your ESDA Program cash balances will be FDIC-insured up to an aggregate of at least \$1,250,000. Uninvested cash balances in the ESDA program are not covered by SIPC. The balance in your bank deposit sweep account may be withdrawn on your order and proceeds returned to your securities account or remitted to you. To see a list of Program Banks please visit www.etrade.com/esdaagreement or call us at 1-800-ETRADE-1 (1-800-387-2331).

DATE	TRANSACTION TYPE	DESCRIPTION	TRANSACTION AMOUNT
10/01/20		OPENING BALANCE	\$2,291.86
10/02/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	120.42
10/06/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	70.21
10/26/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	0.02
10/31/20		CLOSING BALANCE	\$2,482.51

MEMORANDUM

DATE: November 19, 2020
TO: Board of Directors
FROM: Mary Sonnenberg, President
SUBJECT: Proposed Recommendations for Action Items

- Adjusted Timeline for Infrastructure Project** – Having received the Probable Cost of the project of \$1.2M, Facilities and Executive Committees have recommended moving forward with the next steps for the project. Grant funding is available to cover the cost of the Design Documents. Follow up with grant funders on use of funds necessitates adjustments to the timeline to begin construction. **Action is requested to approve the following adjustments to the timeline so that we may proceed with the next steps and expend grant funds as dictated by the funder (Foundations of the Carolinas – Operation Restoration):**

Engage Steve Fleming to complete the Design Documents (plans and specifications), including options for phasing of project	Engagement Letter signed October 19, 2020
Board Approval for Infrastructure Project to move to RFP for construction pending review of Design Documents & RFP Bank Financing	November 2020
Prepare RFP for Bank Financing and Post RFP	November/December 2020
Review of Design Documents/Prepare RFP for Construction and Post RFP	December 2020
Research grant options for capital projects	Initial Report November 2020; On-going
Apply for grants for Infrastructure Project	On-going
Receive bids	January 8, 2021
Review bids for construction and financing	Special meetings: Facilities and Finance Committees, Board January 2021
Award contracts for construction and bank financing	January 2021
Notice to Proceed with Construction	February 2021
Mobilization of project – invoices for windows/initial materials	Mid-March 2021 (to meet requirements of Foundations of the Carolinas for expenditures)
Construction 4 months	June 2021

2. **State Expansion of Child Care Health Consultants – Recommend** partnering with Cumberland County Health Department as the “Hiring” agency. **Form indicating contracting and hiring agencies due this week with anticipated contracts by December 22. Hiring and training slated to being in January. DCDEE has used CCDF funds for this expansion, with intent to sustain the program. Under the guidelines of this project, bidding does not have to occur if partner with the Health Department.** Because of the number of child care programs in Cumberland County, we will be a stand-alone county for this expansion. The recommended ratio of nurses to child care programs is 1:100. (We have 287 licensed programs in Cumberland County.) **Action requested to approve participation in the State Expansion of Child Care Health Consultants as the “Contracting” agency with the Cumberland County Health Department as the “Hiring” agency.**
3. **Family Connect Community Advisory Committee** – Part of the structure to support implementation of Family Connects is formulation of a Community Advisory Committee of stakeholders. Pursuant to Article 5, Section 13 the board may form special committees to meet the needs of the corporation. As we move forward to implementation with the home visiting component and potential grant opportunities, **action is requested to form a Community Advisory Committee to support implementation of the Family Connects model for universal newborn home visiting.** The Committee will be chaired by a Board Member with committee members outlined in guidelines of Family Connects International.
4. **NCPC RFA for Regional Pilots for Family Connects (Preschool Development Grant funds)** – Letter of Intent due December 9; proposal due February 1. Notification February 15. **The priority for the pilots is to test implementation in rural communities with a regional model and to evaluate the innovation of telehealth visits. Action to approve submission of RFA for Regional Pilot for Family Connects with initial focus on two neighboring rural counties.**
5. **Contract Activity Descriptions – Action to approve two CAD changes presented.**
 - a. *PFC Dual Subsidy* is expanding options for use to subsidized care to include wrap-around care and subsidy rate enhancements for children birth to three. Additionally, clarification is provided for Non-TANF subsidy to include registration support regardless of TANF/CCDF status.
 - b. The Autism Society of Cumberland County’s *Circle of Parents Support Program* is adding a clarifying statement that multiple funding streams provide support to the program in addition to Smart Start.
6. **NCPC COVID Relief Activities – We are participating in recruitment, training and distribution of tablets for this project, under a MOU with NCPC.** NCPC has provided additional guidance based on recommendations from the auditors regarding documentation. **As we will be distributing the tablets to families and child care providers, the fair market value of the tablets and MiFi must be included on Schedule 3 for Federal Awards. Value of tablets and MiFi is \$1,000 per recipient; we will be distributing 16 tablets. There will also be a note for the discrepancy on Exhibit A and B. For Information Only.**



351 Wagoner Drive, Suite 200, Fayetteville, NC 28303
P 910-867-9700 / F 910-867-7772 / ccpfc.org

OF CUMBERLAND COUNTY

REQUEST FOR PROPOSALS

SECTION I: ANNOUNCEMENT OF REQUEST FOR PROPOSALS

Unit: [Administrative Operations](#)
Title: [Construction Loan Proposals](#)

Issue Date: [November 20, 2020](#)
~~Close Date:~~ [January 8, 2021](#)

Send All Proposals To:

RFP: Partnership for Children Resource Center [Construction Loan](#) Proposals
Partnership for Children of Cumberland County, Inc.
Attention: Anna Marie Hall, Contracts Coordinator
351 Wagoner Drive, Suite 200
Fayetteville, NC 28303

Questions may be directed [Anna Marie Hall, Contracts Coordinator](#) at [910-826-3105](#)
to:

Interested parties must submit a proposal via email to amhall@ccpfc.org **and** amhallccpfc@gmail.com by 5:00pm on the Close Date as specified above. LATE PROPOSALS WILL NOT BE ACCEPTED.

SECTION II: SCOPE OF WORK

The Partnership for Children of Cumberland County, Inc. (hereinafter referred to as the "Local Partnership") seeks a lender to provide a construction perm style loan (the "Loan") to renovate our 351 Wagoner Drive facility. We are seeking up to [-\\$1,000,000 \[AMH1\]](#) interest only for up to 12 months, with conversion to interest and principal 5-year renewable term, no less than 15-year amortization secured by the note deed of trust on all or a portion of the building. The property is a multi-tenant office building containing 43,261 square feet of gross building area situated on two levels and consists of office and meeting space.

The Local Partnership envisions using the Loan to make infrastructure repairs in order to maintain the safe, secure and functional use of the building without diminishing the value of the asset.

Proposals should include the lender's profile; a list of the individuals (to include their contact information) for relationship management; underwriting requirements; estimated closing costs; and the persons responsible for performing ongoing asset management related to the Loan.

Proposals should be valid for a period of at least 90 days after submission.

###

**Partnership CAD Report for Partnership for Children of Cumberland
County, Inc. for Fiscal Year 2020 - 2021**

Contract Activity Description Modifications

Board of Directors, November 19, 2020 (DRAFT)

Cumberland

PFC Child Care Subsidy

Activity ID# 002

PSC:2341

PBISID:PLA50

Bold/Italicized: Additional change to broaden scope of services offered.

[[Financial assistance will be paid on a direct per child basis for subsidy for families eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis.]] The subsidy program will provide services to children unable to receive support through the Cumberland County Department of Social Services who meet specific criteria or at the discretion of the PFC President (TANF). ***The activity may include wrap-around care for eligible children, and subsidy rate enhancements for children birth to three years of age.***

Cumberland

PFC Child Care Subsidy Non-TANF/CCDF

Activity ID# 022

PSC:2347

PBISID:PLA50

Revision approved by P&E, 10/13/2020

Bold/Italicized: Additional change to broaden scope of services offered.

[[Financial assistance will be paid on a direct per child basis for subsidy for families who are not eligible for Temporary Assistance for Needy Families (TANF) or the Child Care and Development Fund (CCDF). Data will be reported into the state-level Smart Start Reporting System (SSRS) on a monthly basis.]] ~~The subsidy program will provide services to children of families in crisis or in need of registration support who meet program requirements (non-TANF).~~ **The subsidy program will provide services to children of families in crisis. The program may also include registration support to families who meet program requirements regardless of TANF/CCDF eligibility.** ***The activity may include wrap-around care for eligible children, and subsidy rate enhancements for children birth to three years of age.***

Cumberland
Circle of Parents Support Program
Activity ID# 232
PSC:5505
PBISID:FS30

Revision recommended after NCPC Monitoring related to the support services highlighted sentence.

Bold/Italicized: New sentence to clarify non-Smart Start program expenditures.

The Autism Society of Cumberland County will provide family support services to children with Autism Spectrum Disorders (ASD) and disabilities as defined by the Americans with Disabilities Act (ADA). This activity will service children ages birth through five or their siblings with the Circle of Parents Curriculum. Support services provided may include resource, referral, parent education/training, support groups, conference scholarship, monthly newsletters, or resource directories. Services may be delivered by Autism Society of Cumberland County staff, board members, or parent and community volunteers. The program will fund a part-time Director of Programs and Outreach and a part-time Administrative Coordinator. Services may be provided at limited daytime and evening hours at various community locations. A childcare worker will be contracted to provide childcare services during weekly support group meetings, exceptions include but not limited to holiday, weather related, or staffing issues. Refreshments will be provided at program sessions. ***Multiple funding streams will be used to support the staffing, purchase of materials and coordination of this activity.***

**FACILITY AND TENANT COMMITTEE RECOMMENDATIONS
MEETING 11-16-2020**

RECOMMENDATIONS:

1. Approval for continued tenancy and lease renewal for the following organizations:
 - Knight Consulting 12-20
 - Clean World USA 1-21
 - Darlene Fairley 1-21
2. Assess COVID-19 cleaning costs for tenants after exposure which is allowed in the lease beyond normal contract cleaning.

Human Resources Committee Meeting of November 17, 2020

RECOMMENDATIONS

- A. The Human Resources Committee recommends accepting the following policies as presented:
1. HR 206 – Introductory Period (*Revised*) // Effective December 1, 2020
 2. HR 302 – Performance Conversations (*Revised*) // Effective December 1, 2020
 3. HR 308 – Salary Administration (*Revised*) // Effective December 1, 2020
 4. Temporary Adjustment to Performance Pay Timing for FY20-21 // Effective December 31, 2020

CCR&R Advisory Committee Recommendation Meeting for November 12, 2020

Information:

- 1) Wanda Wesley, Committee Chair, called the CCR&R Committee meeting to order.
- 2) Prior meeting minutes were not approved due to not having quorum.
- 3) Mary Sonnenberg, President, shared highlights from the President's Report during the CCR&R Committee Meeting. The report included the following information:
 - NC Legislative & State Budget updates
 - Fiscal and Contracts
 - NC DCDEE Updates
 - Grant Opportunities
 - COVID-19 Updates
- 4) Candy Scott, Vice President of Programs, and Michelle Hearon, Division Administrator, provided an overview of the CCR&R Administration Report & Updates. The Report included information regarding:
 - Staff Updates
 - New Hire - HSB Specialists – Marla Donaldson & Shakita Thompson
 - Information Referral Specialist (part-time) – position posted
 - Child Care Health Consultant Expansion and Statewide Systems for Development
 - Smart Start Activities Plan for 2021-2024 Allocation Cycle
 - Changes to the PFC Subsidy Activity
- 5) Programs Department Units gave the following programmatic updates:
 - Family Services
 - Family Support
 - Subsidy & NC Pre-K
 - All Children Excel (ACE)
 - Provider Services (Technical Assistance and Training) –
 - Overview of limited face-to-face technical support
 - Virtual and in-person training opportunities
 - Region 5- overview of services provided throughout the region and Special Initiative Projects updates
 - Region 5- Overview Regional goals/deliverables and Special Initiative Projects updates.
 - Technical Assistance –
 - On-site Technical Assistance
 - Technical Assistance Application available online